

**Dear Oktoberfest Applicant:**

Thank you for your interest in the 2004 Oktoberfest at Kentlands to be held on October 10, 2004. Enclosed you will find an application and Fact Sheet. It is very important that you read the Fact Sheet BEFORE submitting and signing your application. This is the 13<sup>th</sup> year for our festival and it draws approximately 7,000 people. The festival includes activities and entertainment for all ages. The festival is held rain or shine unless the Festival Committee deems the weather hazardous. There are Children's Activities, Main Stage with Bavarian Music and Dance, Food Court, Merchant, Non-Profit Groups and Arts & Crafts Vendors. Free shuttles run all day from free parking to a location within the festival. Admission is free to the public. If you have any questions, please call Nansie Wilde at 301-258-6350 X123 or Jill Ward at 301-948-4290.

Sincerely,  
The Oktoberfest Committee

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## **2004 OKTOBERFEST FACT SHEET**

**LOCATION:** Oktoberfest will be held on the Village Green and the Mansion lawn at **320 Kent Square Road, Gaithersburg, Maryland.**

**DATE & TIME:** Sunday, October 10, 2004, Noon – 4 p.m.

**APPLICATION & FEES:** An application form must be completed, signed and returned with the appropriate fees before the deadline date to:

Oktoberfest – Kentlands Clubhouse  
485 Tschiffely Square Road  
Gaithersburg, MD 20878

You may register in person during regular business hours at the Kentlands Clubhouse 9 a.m. – 5 p.m., Monday through Friday. All applications will be reviewed and vendors will be notified if accepted. Vendors who are not selected will have their fee returned. Make **checks payable to the “Kentlands Citizens Assembly.”**

### **CITY RESIDENT FEES:**

*Artists & Crafters:	\$ 30
**Commercial Crafter:	\$ 45
Food Vendors:	\$ 80
Additional space:	\$ 60
Non-Profit Organization:	\$ 20
Political Candidate:	\$ 20
Merchant/Business:	\$ 50

### **NON-RESIDENT FEES:**

*Artists & Crafters:	\$ 35
**Commercial Crafter:	\$ 50
Food Vendors:	\$100
Additional space:	\$ 75
Non-Profit Organization:	\$ 20
Political Candidate:	\$ 20
Merchant/Business:	\$ 75

*\*An Artist & Crafter sells items handmade by the vendor*

*\*\*A Commercial Crafter sells craft items hand made by someone other than the vendor*

**FOR ALL APPLICATIONS RECEIVED AFTER DEADLINE ADD \$10!**

**DEADLINE: Friday, August 13, 2004**

**BOOTHS:** For **Food Vendors**—the first space is 10' x 20'; additional spaces are 10' x 10'. For **All Other Vendors** --One space is 10' x 10'.

All participants are responsible for providing their own canopies or tents and display equipment. Where applicable, displays must start at the curb and may not extend beyond 10' into the street. Canopies or tents must be secured against tipping or blowing over. Some spaces may be on the street or sidewalk and you may not be able to stake tents. You may need to weight the tent/canopy legs with something, please be prepared.

**ELECTRICITY:** There is **no electricity** available. Vendors must provide their own generators, if necessary, and they must be barricaded for safety.

**WATER:** There is **no water** available.

**TABLES:** Vendors must bring their own tables and chairs.

**PHOTOS:** If you would like your pictures returned, please provide a self-addressed stamped envelope (SASE) and your photos will be returned after the event.

**IMPORTANT TAX INFORMATION:** The State of Maryland requires any person selling used items as a business or selling new products to charge 5% sales tax and have a MD tax number. Those vendor's names will be submitted to the MD State Comptroller's Office. If you do not have a MD tax number, call the MD Sales Tax Division at 410-767-1300 or they prefer that you apply online at [www.marylandtaxes.com](http://www.marylandtaxes.com).

**IMPORTANT FOOD VENDOR INFORMATION:** A menu must accompany your application. No food items or drink may be sold by any vendor except for **pre-authorized food vendors**. There are no exceptions! Food items also include bottled water, soft drinks, popcorn, lollipops, etc. For questions or more information vendors should contact the Montgomery County Health Department at 240-777-3986.

Food Vendors are required to accept food coupons from the event organizers (for food for staff, police, dancers, musicians, etc.) and to submit a bill to "Kentlands Citizen Assembly" for payment after the festival. Please call Jill Ward at 301-948-4290 with questions.

**SET-UP/REGISTRATION:** Your assigned arrival time will be between 7 – 10:30 a.m. Times are assigned by category and location within the festival and will be sent with your acceptance information. The streets will be closed to all traffic by 11 a.m. Vendors may not be able to drive to their booth location; however, unloading areas will be as close as possible. You must **unload; move car to assigned parking, and then return to set-up**. Parking is not within site of booth locations and will require a shuttle bus ride back. We suggest that you bring an assistant to stay with your equipment and merchandise while you move your vehicle.

**VEHICLES :** **Only one vehicle will receive a pass to enter the festival area.** Booth staff arriving later in the day should take the shuttle from the designated parking area. Please call 301-948-4290 or 301-258-6350 x 123 if you need passes for any other vehicle to enter the festival area to unload.

**CLOSING:** Booths must be dismantled promptly at 4 p.m. Vendor vehicles will not be allowed in the festival area until police deem it safe to open the roads.

**OKTOBERFEST REGULATIONS:** The festival staff reserves the right to have exhibitors remove unacceptable items or relocate or dismiss any participant or selling activity. The staff has the right to ask vendors to remove any objects they deem objectionable or inappropriate. Pets (except guide dogs), skateboards, roller blades, bicycles or weapons are **not** permitted within the festival.

**REFUNDS/RAIN POLICY:** There will be no refunds unless the program is cancelled by the organizers for unsafe conditions. **This is considered a RAIN or SHINE event.** You are responsible for covering your merchandise in case of rain.

## **WHO DO I CONTACT WITH QUESTIONS?:**

If you have any questions, please contact Jill Ward at 301-948-4290 or Nansie Wilde at 301-258-6350 x 123, or by email at [Jill\\_Ward@hotmail.com](mailto:Jill_Ward@hotmail.com) or [nwilde@ci.gaithersburg.md.us](mailto:nwilde@ci.gaithersburg.md.us)



Mail to: Oktoberfest Kentlands Club  
485 Tschiffely Square Road  
Gaithersburg, MD 20878

Questions: 301-948-4290 www.kentlandsusa.com

## 2004 OKTOBERFEST APPLICATION

Sunday, October 10, 2004 Noon - 4 p.m.

Business Name (if applicable) \_\_\_\_\_

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street Apt# City/State/Zip

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ MD Sales Tax # \_\_\_\_\_

Fax# \_\_\_\_\_ EMAIL \_\_\_\_\_

☐ Participated last year

☐ Don't wish to participate but keep me on the mailing list

☐ City of Gaithersburg Resident

☐ Nonresident

### APPLICATION FEES

*Please check one category from below and complete appropriate information on the reverse side of this form.*

*Incomplete applications will be returned and not processed.*

Resident (Res) fees apply to those businesses or persons who live within the incorporated city limits of Gaithersburg, all others must pay nonresident (Nonres) fees.

#### Crafters: Please choose correct category.

\_\_\_ Artists & Crafters: \$30 Res/\$35 Nonres (An Artist & Crafter sells items made by the vendor)

\_\_\_ Commercial Crafter: \$45 Res/\$50 Nonres (A Commercial Crafter sells items handmade by someone other than the vendor)

#### Food Vendors:

\_\_\_ \$80 Res/ \$100 Nonres

#### Additional Spaces for Food Vendors:

\_\_\_ \$60 Res/ \$75 Nonres

#### Merchant/Business: (Includes local businesses, professionals and merchants)

\_\_\_ \$50 Res/ \$75 Nonres

#### Other:

\_\_\_ Political Candidate: \$20

\_\_\_ Nonprofit Organization (informational booth only): \$20

### APPLICATION DEADLINES

**The application deadline is Friday, August 13, 2004.**

ALL APPLICATIONS MAILED AFTER AUGUST 13 DEADLINE MUST ADD \$10 LATE FEE.

*The City of Gaithersburg is committed to making reasonable accommodations as required by the Americans with Disabilities Act. Please indicate what accommodations are needed: \_\_\_\_\_*

#### Checks payable to: Kentlands Citizen Assembly

Mail to: Oktoberfest Kentlands Club

Amount paid \$ \_\_\_\_\_

485 Tschiffely Square Road

Cash / Check# \_\_\_\_\_

Gaithersburg, MD 20878

PROGRAM # \_\_\_\_\_

Office Use Only:

Resident \_\_\_\_\_

Nonresident \_\_\_\_\_

Pr: \_\_\_\_\_

**CRAFTER INFORMATION:** Please include at least 5 pictures representative of the items you will be selling. Include self addressed stamped envelope (SASE) if you want pictures returned after the event.

1. Describe all items you wish to sell. Be specific.

**NONPROFIT INFORMATION:** (Please do not plan to do "face painting" as this activity is already provided at the event.)

1. What does your non-profit organization promote? Be specific: \_\_\_\_\_
2. Will your organization be distributing handouts? Yes\_\_ No\_\_ (If yes, handouts must be included with application)
3. Will your organization be conducting a drawing? Yes\_\_ No\_\_ Or giveaway? Yes\_\_ No\_\_
4. Will your organization be soliciting donations? Yes\_\_ No\_\_ (If yes, state purpose)\_\_\_\_\_
5. Will your organization be selling anything? Yes\_\_ No\_\_ (If yes, what?)\_\_\_\_\_
6. Is your organization planning to run an activity/game? Yes\_\_ No\_\_ (If yes, describe)\_\_\_\_\_

(You will receive notice if your activity is approved when your application is accepted.)

**MERCHANT/BUSINESS VENDORS OR POLITICAL CANDIDATE INFORMATION:**

1. Will your organization be conducting a drawing? Yes\_\_ No\_\_ Or giveaway? Yes\_\_ No\_\_
2. Will your organization be distributing handouts? Yes\_\_ No\_\_ (If yes, handouts must be included with application)
3. Will your organization be soliciting donations? Yes\_\_ No\_\_ (If yes, state purpose)\_\_\_\_\_
4. Will your organization be selling anything? Yes\_\_ No\_\_ (If yes, what?)\_\_\_\_\_

**FOOD VENDOR INFORMATION:** Please submit the following items with application.

1. Full Menu with prices.
2. Photos of booth and site plan (drawing of set up plan)
3. Copy of Certificate of Insurance - **MANDATORY**
4. Type of booth: \_\_\_\_Tent \_\_\_\_Trailer \_\_\_\_Truck
5. How many spaces are required (10' X20') \_\_\_\_\_
6. Copy of Montgomery County Health Permit.

I certify that I have read and fully understand the Oktoberfest Fact Sheet and that the information contained in this application is true and I will personally be responsible for ensuring the space plan for the Oktoberfest will be carried out in conformance with this application. I further understand that I must have a Maryland Sales Tax # in order to sell and if applicable a Montgomery County Health Permit.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*If you have any questions regarding Oktoberfest, please call Kentlands Club at 301-948-4290 or City of Gaithersburg at 301-258-6350 X123. Thank you!*